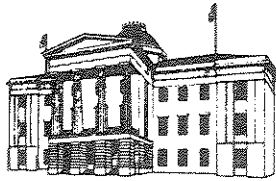


State of North Carolina



MICHAEL F. EASLEY
GOVERNOR

EXECUTIVE ORDER NO. 102 CONTINUITY OF OPERATIONS AND CONTINUITY OF GOVERNMENT PLANNING

WHEREAS, natural and man-made emergencies and disasters can hinder the ability of State agencies to deliver essential services to the people of North Carolina; and

WHEREAS, the purpose of Continuity of Operations and Continuity of Government planning is to ensure survival of a constitutional form of government and the continuity of essential State functions under all circumstances; and

WHEREAS, effective State agency planning is vital to the implementation and operation of coordinated and well-managed Continuity of Operations and Continuity of Government plans; and

WHEREAS, it is imperative that all State agencies have in place a viable Continuity of Operations capability which outlines the performance of their essential functions during any emergency or situation that may disrupt normal operations; and

WHEREAS, North Carolina General Statute §147-33.89 requires that each State agency develop a business and disaster recovery plan with respect to information technology, a similar requirement for comprehensive Continuity of Operations and Continuity of Government planning is not part of State law; and

WHEREAS, North Carolina's citizens should expect to receive and State agencies must be prepared to deliver essential services to citizens and customers regardless of situation or circumstance;

NOW, THEREFORE, pursuant to the authority vested in me as Governor by the Constitution and laws of North Carolina, **IT IS ORDERED**:

Section 1. Each North Carolina Executive Branch agency (at the Division level) will prepare a Continuity of Operations and Continuity of Government Plan to ensure the State's ability to deliver essential services under any circumstance. Plans will be developed using the North Carolina Continuity of Operations Planning Manual to be published concurrently with this Order. Such plans will incorporate existing business continuity plans for information technology and will include:

1. Identification and listing of Essential Functions
2. Delegations of Authority
3. Orders of Succession
4. Alternate Facilities

5. Interoperable Communications
6. Vital Records
7. Human Capital Management
8. Provisions for Tests, Training, and Exercises
9. Devolution
10. Reconstitution

Section 2. The North Carolina Department of Crime Control and Public Safety (CCPS), Division of Emergency Management is designated as the lead agency for Continuity of Operations plans. CCPS is directed to establish and organize a Continuity of Operations Steering Committee comprised of all executive agency heads or their designated representatives and chaired by the Secretary of CCPS or his designated representative. The Division of Emergency Management is directed to provide advice and assistance to all State agencies developing Continuity of Operations plans.

Section 3. Upon completion of department and division Continuity of Operations plans, CCPS will arrange to prepare a consolidated State Continuity of Operations Plan. The North Carolina Department of Administration will be the lead agency for the consolidated State plan for purposes of procuring and assigning alternate facilities to displaced agencies.

Section 4. By November 1, 2006, each Executive Branch agency will develop a Continuity of Operations Plan, have its plan certified by the head of the agency, and present the plan for review by the Secretary of CCPS in his capacity as State Administrative Agent for Homeland Security. Plans are to be first exercised by May 1, 2007, and updated annually thereafter or as required.

Section 5. State agencies outside the Executive Branch and not directly subject to this order are invited and encouraged to participate in the North Carolina Continuity of Operations planning effort.

IN WITNESS WHEREOF, I have hereunto signed my name and affixed the Great Seal of the State of North Carolina at the Capitol in the City of Raleigh, this first day of June in the year of our Lord two thousand and six, and of the Independence of the United States of America the two hundred and thirtieth.




Michael F. Easley
Governor

ATTEST:


Elaine F. Marshall
Secretary of State